



## **JOB DESCRIPTION: PE TEACHER**

**Post:** PE/Girls' Games Teacher

**Responsible to:** Head of PE Department & Senior Leadership Team

### **Duties:**

#### **Staff & Curriculum**

1. Work as a team with fellow subject teachers, meeting formally at least once every half term.
2. Update fellow teachers of any new teaching styles/findings you have found.
3. Ensure that you work effectively, smoothly and in tandem with fellow teachers and assistants.
4. Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate.
5. Feedback to whole staff of any course information or professional development enabled by the school.
6. Write detailed medium term plans using school schemes of work and subject policies.
7. Attend such staff meetings before and after school, as the Headteacher and Head of Department might consider necessary for the efficient running of the school.
8. To teach PE/Games/Swimming/Gymnastics to EYFS and Prep School pupils.
9. To promote the PE department and to assist in the organisation of fixtures against other schools.
10. To organise clubs and activities that relate to the PE department.

#### **Pupil progress**

1. Manage pupil progress socially, physically (if applicable) and academically (if applicable) whilst tracking the progress of individual pupils.
2. Attend teacher-parent meetings when required.
3. Write end of term reports.
4. Organise class presentations during assembly time (if applicable).
5. Give motivational and constructive feedback to pupils.
6. Arrange and promote trips and speakers for pupils.
7. Manage pupil homework (if applicable), following Abercorn School's Homework Policy.
8. Maintain pupil profile records for classes.
9. Apply Abercorn School's Marking, Recording and Assessment Policy (if applicable).
10. Complete pupil references for future schools (if applicable).
11. Once a term, with other relevant teachers, undertake the monitoring and sampling of pupils' work (academic subjects).

**Pastoral Care**

1. Get to know all pupils as well as possible.
2. Monitor attendance and punctuality of pupils.
3. Keep reports of pupil behaviour, completing pupil notes following any incidents.
4. Make contact with form teachers to discuss pupil behaviour, and complete an appropriate record of communication.
5. Liase with SENCO and outside agencies, if required.
6. Maintain each child's pastoral care and concern record (form teacher).
7. Take steps to prevent bullying and support victims of bullying as per Abercorn School's Anti-bullying Policy.
8. Promote and safeguard the welfare of pupils.
9. Maintain a constant awareness of all issues relating to child protection and report any concerns to Abercorn School's Child Protection Officer (Headteacher).
10. Promote "Every Child Matters"

**Other duties and responsibilities**

1. Complete registers promptly twice a day (form teacher/staff member on duty).
2. Manage the class budget and follow up any class orders (form teacher).
3. Maintain a good working relationship with parents.
4. Be available to meet with parents at any reasonable time.
5. Respond promptly to all correspondence including emails.
6. Undertake duties at break and lunch time.
7. Provide a reasonable amount of cover as required.
8. Attend school functions as are deemed part of the annual cycle of the school year.
9. Support and guide classroom assistants if applicable.